

Speak Up!

If you see or suspect unethical, fraudulent or illegal activity, don't ignore it – let us know. You could keep a potentially serious situation from harming the City of Atlanta. You have options:

1. Talk to your manager. He or she should be your first point of contact.
2. If you don't feel comfortable speaking up to a manager, there is another option.

Call toll-free. You do not have to give your name.



1-800-884-0911

Available 24 hours a day, 365 days a year.

The Network is an independent company that provides hotline services for companies worldwide. This service is not intended as a substitute for speaking directly with management. It is available if you want to help, but don't feel comfortable speaking up in person.



When You Call

1. A professional Interviewer gives you the option to remain anonymous and documents your concern in detail.
2. Your information is relayed to the City of Atlanta for appropriate follow up.
3. You may call back to provide additional information or to answer questions the City of Atlanta might have as it investigates your concern.



INTEGRITY MATTERS

Holding Our
Standards High

An Ethical Workplace Begins with You

Our city believes that our employees are our most valuable assets. You deserve to work in a positive, productive environment, and we will do our best to give it to you. But reaching that goal requires everyone's commitment to our values and ethical standards. That means making integrity a priority in everything we do.

Why Should I Get Involved?

Unethical, illegal or fraudulent activity can result in serious consequences including fines or lawsuits against our city that could hurt our performance and our reputation. Ultimately, this hurts our employees.

We want you to have a sense of pride in your city. After all, we are proud of the reputation we are building, and we need our employees to do their part to protect it. With your help, we can uphold our city's values and reach new heights of excellence.



Learn to Recognize Harmful Activity

Some common examples include:

- Conflicts of interest
- Auditing or accounting irregularities
- Theft and fraud
- Misuse of confidential information
- Misuse of city property
- Inappropriate gifts or gratuities
- Improper dealings with customers or vendors
- Illegal harassment or discrimination
- Threats or violence
- Use or sale of illegal drugs

Ask yourself:

- Is this the right thing to do?
- How will it make me feel?
- Am I proud of this behavior?

How to Put Integrity in Action

Think before you act.

If you are ever tempted to act unethically, ask yourself:

- Is it illegal?
- Does it violate the City of Atlanta's Code of Ethics?
- Could it cause loss or harm to your co-workers, the public, the City of Atlanta or companies doing business with us?

If you answer "yes" to any of these questions, the action is wrong. Don't do it. If the answers aren't clear, don't risk it. Consult city policy or speak to management.

When you make the right decision, you uphold our high standards and set a good example for others to follow.

